

GUIDELINES FOR VISITORS – Effective 11-21-2014

PLEASE BE AWARE THAT THERE IS A STUN FENCE IN OPERATION. DO NOT TOUCH!! CONTACT WITH THE FENCE MAY RESULT IN PHYSICAL INJURY AND PAIN.

VISITATION: Each WCC complex visits on separate days on a rotating basis (please see schedule). Please read the Visiting Guidelines webpage for WCC for details on visitation hours and a link to the Visitation Schedule since it varies between WCC – Medium Security, WCU and R Dorm. We try to accommodate two (2) hour visitation on normal business days. There will be no more than three (3) persons per visit; excluding babies in arms; once a child starts to walk they are counted as one of the three. Everyone including newborn babies must be on the approved visitation list.

IDENTIFICATION REQUIRED: Everyone sixteen (16) years or older must show a picture I.D. Everyone under 16 must have a copy of their birth certificate. Visitors under eighteen (18) must be accompanied by their parent or legal guardian at all times while on the institutional grounds, including the parking lot. Visitors shall wear clothing that reflects the acceptable standards of the Westville Correctional Facility that shall pose no threat to security, custody, or the maintenance of order at this institution as noted below. ALL visitors are subject to being searched. No items may be brought into the institution to the offenders or taken out of the institution for the offenders. Visitors will be provided a copy of statute IC 45-44-3-9, addressing trafficking with offenders and this statute will be posted in the visiting rooms.

IDENTIFICATION: All visitors who are 16 years old or more shall be required to show a picture identification. All visitors must present valid identification each time they visit. The only forms of identification accepted by the DOC are:

- a current valid driver's license from the state of residence
- a current valid state photo identification card from the state of residence
- a current valid photo military identification card (active duty only)
- a current valid passport
- a legal US birth certificate for children 15 and under; if it is not a US certificate, you must include a copy of the passport
- all IDs must have your correct legal name and current address

CHILDREN: Visitors under the age of 18 years of age must be accompanied by their parent or legal guardian at all times while on facility grounds. This does not apply if the inmate's legally married spouse is under age 18 and provides proof of the marriage. Children shall not be left alone at any time while on facility grounds, including the parking lot.

In cases where a parent or legal guardian cannot accompany a minor child, another responsible adult may be designated to accompany the child during a visit. In these cases, the accompanying adult must also be on that offender's visitor list. The minor child's parent or legal guardian must sign and have notarized State Form 48965, AUTHORIZATION FOR MINOR CHILD TO VISIT prior to the minor child being allowed to visit. This form must be brought to each such visit. Parents or legal guardians shall be responsible for the behavior of their children and a visit may be ended if the children become disruptive.

Embracing is allowed at the beginning and the end of the visit. Holding hands during the visit is permissible.

Visitors enter the visiting areas at their own risk. The superintendent of this institution or his designee reserves the right to refuse privileges to anyone he deems not eligible or those who have created a breach of the institutional policy, especially passing of any item between the offender and the visitor. Such items shall be considered contraband.

Registration on normal workdays is 8 AM - 9 AM and 10 AM – 1 PM. Registration on weekends and major holidays is 7 AM – 2 PM. **Your name must be on the approved visitation list. This includes children. NO EXCEPTIONS!!**

You are allowed to bring up to \$20.00 **in change** per adult visitor for the vending machines.

DRESS GUIDELINES FOR VISITORS

Female Visitors:

1. Under garments must be worn. This includes a slip if you wear a skirt or dress.
2. Shoes must be worn, with the exception of infants in arms.
3. Shorts, stretch pants*, halter tops, crop tops or short shirts and sheer clothing are not permitted. Shirts must have a sleeve. Clothing can be no shorter than two (2) inches above the knee. No camouflage clothing will be permitted. Clothing with holes is not allowed.
4. All jewelry, except wedding bands and medical I.D.'s, must be removed.
5. No headgear shall be worn while visiting except as part of a religious practice.
6. No coats or heavy sweaters will be permitted to be worn inside the visiting room.
7. FOR BABIES ONLY – one (1) bottle or pacifier and one diaper and wipe.

***Anything with a stirrup on the leg or spandex pants is classified as "stretch pants".**

MALE VISITORS:

1. Underwear must be worn under your pants.
2. Shoes and shirts with sleeves must be worn.
3. Shorts, muscle shirts, and sleeveless shirts are not permitted. No camouflage clothing will be permitted. Clothing with holes is not allowed.
4. All jewelry, except wedding bands and medical I.D.'s, must be removed.
5. No headgear shall be worn while visiting except as part of a religious practice.
6. No coats or heavy sweaters will be permitted to be worn inside the visiting room.
7. FOR BABIES ONLY – one (1) bottle or pacifier and one diaper and wipe.

SPECIAL VISITS: An offender is allowed 1 (one) special visit every 6 (six) months. A special visit allows the visitor 4 hours of visitation on the day of the visit. This must be requested **by the offender** at least 2 weeks in advance. The visitor must be travelling at least 200 miles one way to qualify. If the visitor is travelling over 500 miles one way, the offender may request a 2 day special visit. This can be used only on the days that the offender's complex is scheduled for visitation. The second day can be used the next regular business day if needed. Special visits will apply on normal business days only, unless specifically authorized otherwise by the Superintendent.

NON-CONTACT VISITS: If the offender is in Protective Custody, he will automatically be on Non-Contact visitation status. If the offender is involved in certain types of misconduct (see Policy 02-01-102), he may also be placed on Non-Contact visiting status. If he is put on Non-Contact visits, he is allowed 1 visit every 30 days, one hour in duration with a maximum of 2 persons. These visits must be requested **by the offender and not his visitors, at least 2 weeks in advance.** He must submit a request to the EC Administration Office including the following information: the visitor's name(s), the date and time of the visit. Available times are 9:00 AM, 10:00 AM, 11:00 AM, 12:00 Noon, 1:00 PM and 2:00 PM. These are good only for the day and time approved, as we are very limited on space for these visits. These visits are scheduled for weekends only.